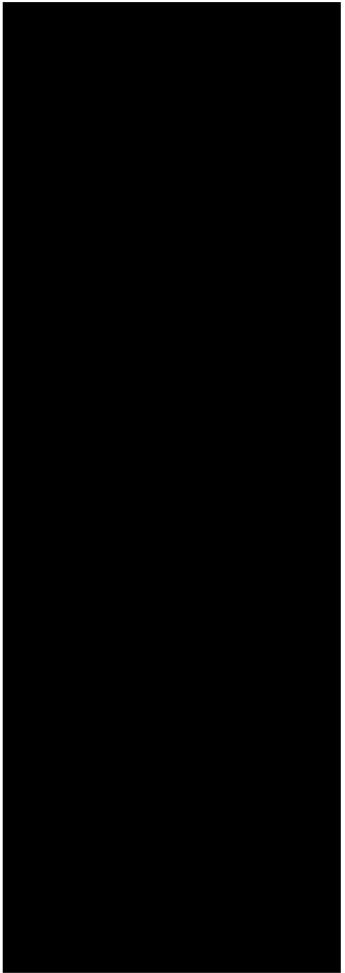


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REGULATORY ISSUANCES

of Interest to the Records Management Program

25X1A



DDS Mission
Forms Control and Standardization
Control of Personnel Security Files

Care and Use of Official Data
Control of NEC Information
Storage of Classified and Controlled Matter

Authorization and Control of Firearms Issued
for the Protection of Classified Documents
Printing and Reproduction
Records Management Program Guide

Correspondence Style Procedures
Records Management
Overseas Transmission of Agency Forms

Handbook for Subject Filing
Transfer of Records of Terminated Proprietary
Projects to Permanent Safekeeping
Standardization and Use of Filing Equipment and
Supplies

Signal Center Archives
Requesting Forms
Personnel Records and Reports

Records and Reports

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REGULATORY ISSUANCES

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Projects to Permanent Safekeeping
Standardization and Use of Filing Equipment
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Signal Center Archives
Requesting Forms
Personnel Records and Reports

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Federal Personnel
Manual R-1-1

Records and Reports

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REGULATORY ISSUANCES

✓ Specific
Southeast
to Program

of Interest to the Records Management Program

25X1A

CIA Mission
CIA Org. Chart
DDS Mission

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Forms Control and Standardization
Agency Publications
Transcripts of Intragovernment or
Public Advisory Committees

Office Business Machines
Automatic Data Processing

25X1A

Security of Classified Documents
Compliance with Security Regulations
Control of Personnel Security Files
Release of Agency Information to
Public Information Media
Care and Use of Official Data
Classification of Official Information
and Material
Control of NSC Information
Storage of Classified and Controlled Matter
Authorization and Control of Firearms Issued
for the Protection of Classified Documents
"Q" Clearances and Control of AEC Restricted Data
Emergency Plans
Instructions to be Followed Under Circumstances
of Emergency
Security of Areas, Offices and Buildings
Manual for Security of Areas, Offices and Buildings

Personnel Records and Reports
Control and Loan of Official Personnel Folders
Personnel Locator Records RESCINDED BY

25X1A

Training at Non-CIA Facilities Under PL 110

Transmission of Documents by Overseas Air Pouch
Space Acquisition and Assignment and Building Maintenance
Improvements and Alterations in HQ Buildings
Printing and Reproduction
Printing and Reproduction Handbook
Records Management Program Guide
Mail Service -- Sterile Documents
Electric Accounting Machine Services for
Administrative Activities

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25X1A

Correspondence Style Procedures
Staff Studies
Penalty Indicia Mail
Postage

Records Management 70-1
Overseas Transmission of Agency Forms
Handbook for Subject Filing
Transfer of Records of Terminated Proprietary
Projects to Permanent Safekeeping 70-2

Supply -- General Concepts and Policy
Standardization and Use of Filing Equipment
and Supplies
Requisitioning
Preparation and Submission of Requisition
Procurement of Supplies and Services
Shipment of Government-Owned Property

Dissemination of CIA-Produced Intelligence
and Information

Evaluation of Disseminated Information Reports
Control of Dissemination and Use of
Intelligence and Information
Dissemination of Non-CIA Produced Cables and Telegrams

Signal Center Archives 90-2

Requesting Forms
Procedures Governing the Dissemination of CIA-
Produced Intelligence and Information
Procedures Governing Contact with Non-Governmental
Individuals Within the U.S.

Project Review Committee
Submission of Annual Programs to the PRC
Submission of Projects to the PRC

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SPEEDING CORRESPONDENCE WORKSHOP

In order to fill a number of requests from interested agencies, the Records Management Division of General Services Administration Region 3 is scheduling an interagency presentation of the Speeding Correspondence Workshop. The workshop is tentatively set for the week of March 13. This workshop, giving principles and practices for solving problems of mail management, takes the form of a survey panel. Participants are shown how to conduct a mail management survey in their agencies through the use of a survey check-sheet. They then review mail practices in their agencies as improvement projects.

The workshop is aimed at key officials and supervisors who direct the flow of mail and paperwork in agencies. It requires 5 hours of group participation, and another 5 hours (average) of survey and follow-up. The group sessions are two in number, of 2½ hours each. The group meets a third time, a few weeks later, to discuss findings, proposed changes, and reasons for recommendations.

There is space for a few more agency representatives in this workshop. Nominations of persons to represent agencies should be made in the space below, and should be received by March 1. Information will be furnished by March 6, by telephone, as to date, time and location of the sessions. Additional information can be obtained, if desired, by calling the Chief, Records Management Division, Region 3, WO (code 13) 33532.

General Services Administration Region 3
National Archives and Records Service
Records Management Division - 3NR
GSA Regional Office Building
Washington 25, D. C. STOP - 218

The following are nominated to represent this agency at the Speeding Correspondence Workshop tentatively set for the week of March 13.

| <u>Name</u> | <u>Title</u> |
|-------------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Nominated by: _____

Title: _____

Agency: _____

GENERAL SERVICES ADMINISTRATION
WASHINGTON 25, D. C.
OFFICIAL BUSINESS
3NR

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